

STAR Day

The
College
of Saint
Rose

Student Transition, Advising & Registration Math Placement Instruction Sheet

You must have the Math Placement completed prior to attending STAR Day, unless:

- You are transferring the equivalent of College Algebra, Pre-Calculus or Calculus OR
- You have received a score of “3” or better on the AP Calculus exam

Please note that Math or Science majors/concentrators are encouraged to take the Math Placement if only transferring in College Algebra.

Students are required to make an appointment to take Math Placement. Students are strongly encouraged to review for the Math Placement before taking it. Please visit mathplacement.strose.edu to download helpful review materials.

Taking Math Placement at The College of Saint Rose:

There is no cost to take Math Placement at The College of Saint Rose but a reservation is required. On-campus dates are listed below.

To sign-up to take the Math Placement on-campus, go to: www.strose.edu/reserve

- 1) Click on link “No Saint Rose email account, create a separate “Reservation System Account”
- 2) Complete needed information
- 3) Click on “Submit Form”
- 4) Log-in using your email address and password you just created
- 5) Click “Log in”
- 6) Choose event date/time and click on “Register”
- 7) Click on “Reserve Seat”

*Please make sure to bring a calculator with you. Pencils and scrap paper will be provided.

On-campus Math Placement dates and times:

- 1) Saturday, December 2, 2017 at 10:00am
- 2) Saturday, January 6, 2018 at 10:00am

On-campus location:

The College of Saint Rose
Lima Computer Lab
366B Western Avenue, Albany, NY

College transcripts and/or AP test scores must be received by January 1, 2018. Please mail transcript signed and sealed to:

The College of Saint Rose
Office of Undergraduate Admissions
432 Western Avenue
Albany, NY 12203

Taking Math Placement at home/off-campus:

The cost to take it at home is \$26.25 (to have it proctored) and you must have a webcam on your computer. Only one at home attempt is permitted.

To sign-up to take the Math Placement at home/off-campus, go to:
www.proctoru.com/portal/strose

- 1) Create an account
- 2) Set your exam preferences
- 3) Schedule your exam. Please schedule it at least 72 hours in advance of the exam or there will be an additional \$5 charge. You can reschedule any appointment with at least 24 hour notice. You will be charged the full price (\$26.25) if you do not take the exam when scheduled. There is a 15-minute grace period from the start of the exam. You will need to use a credit card or a pre-paid credit card (which can be purchased at a local grocery store) for payment when making the reservation. It is recommended to put at least \$35.00 on the pre-paid card if scheduling the reservation less than 72 hours in advance.
- 4) Go to www.proctoru.com/testitout at least 24 hours before the exam time to test your computer equipment.
- 5) Before the exam, please make sure you have a basic calculator, blank scrap paper, pencil and the Math Placement Tip Sheet on hand.
- 6) At your scheduled appointment, go to www.proctoru.com/portal/strose and login. Select "Connect" next to your reservation to begin the appointment. A proctor will guide you through the process to begin the exam. Please have a photo ID available (i.e. a driver's license, state ID, or school ID) and a mirror if you are using a desktop computer. The proctor will log the student on to the exam page remotely and bring the student to the beginning of the exam.

Once the first question is complete, please click "next" to go on to the next question. Once the test is complete, please click "submit assignment". Please note that if you have achieved the minimum score needed for your major (please see the enclosed "Needed Math Placement Score by Major" form), you have the option to click "submit assignment" at any time to end the exam. Your score will automatically be sent to The College of Saint Rose.

The College of Saint Rose abides by the definition of Academic Integrity (found in The College of Saint Rose Student Handbook) which means that even though you are taking the Math Placement off-site, you must still hold true to this definition. We will not condone or accept any Math Placement score that comes to us with a report of potential misconduct. This can include, but is not limited to:

- 1) Using a graphing calculator (i.e. TI-83). Students are only allowed to use basic calculators.
- 2) Using a mathematics text book or website during the Math Placement.
- 3) Using a note sheet. You are allowed to use scrap paper, but it must be blank going into the test. You are also allowed to use the Math Placement Tip Sheet.
- 4) Attempting to open another browser window or computer program. This will lock the test and you will not be allowed to finish it.
- 5) Leaving during the middle of the test. Please complete it in one sitting.
- 6) Use of a cellphone or other internet connecting device.
- 7) Working with or having an additional person in the room during the duration of the test. Please take the math placement in a quiet, private location.

The web based proctor will issue us a report of any potential misconduct and we will maintain the right to void any score that we feel was achieved unfairly, and submit the name of the offender to the Academic Integrity Committee for appropriate action.